

GSA Link

Issue 6

December 2005

MESSAGE FROM THE REGIONAL ADMINISTRATOR



Regional Administrator Larry Trujillo

I want to take this opportunity to discuss our progress in the acquisition arena. The business of acquisition affects all GSA associates, industry partners, and customers alike. GSA has made significant strides to improve our contracting practices, including the implementation of the "Get It Right" initiative and planning the consolidation of the Federal Technology Service (FTS) and the Federal Supply Service (FSS) into the new Federal Acquisition Service (FAS).

It has been no secret that in the past several years contracting irregularities have been identified. As the primary government procurement agency, GSA was at the forefront of uncovering and taking quick, decisive measures to rectify the problems. GSA announced the "Get It Right" plan in cooperation with the Department of Defense in July 2004. While it was clearly the appropriate action to take, strained relationships with many of our customers were an unfortunate side effect. However, with our customers' support, GSA can see the long-term benefits of restoring integrity to our acquisition processes. In addition, we are better able to provide the best value to federal agencies and the American taxpayer through an efficient and effective acquisition process.

Recent audits show vast improvements in our contracting practices. It is becoming apparent that we are now "Getting It Right". GSA has in fact turned a corner and will continue to provide the best value to our customers and the American taxpayer. I would like to take this opportunity to thank everyone involved in making the Rocky Mountain Region a premier acquisition office. We would not be where we are today without the assistance of GSA Central Office, which provided a team of associates to help our region uncover our problem areas. Our Region 8 legal staff, in addition to a legal team composed of individuals in regions throughout the country, reviewed many of our files and prepared legal decisions for each. Most of all, I would like to thank all of the GSA associates who have been invaluable in performing all of the day-to-day work that keeps GSA operational. Finally, I would like to thank all of our customer agencies for their patience and willingness to work with as we seek to improve our contracting operations.

Our focus now will turn to providing quality acquisition services to all of our customer agencies. There are several initiatives underway to provide the best service possible and assist our partners in fulfilling their agency missions. We are in constant contact with our customers to identify their needs and provide solutions. The reorganization of GSA to implement the new FAS will allow us to focus on shifting customer needs and will be an evolution in how agencies acquire technology products and other services.

In closing, I am pleased with all the improvements we have made as a team, and I feel proud to be a part of this undertaking. Without the assistance of everyone involved, we would not be as prepared as we are to face upcoming challenges.

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OUR SERVICES

GENERAL HOLIDAY GIFT RULES FOR ASSOCIATES - Jeffrey Aramowicz

During this time of year, it is common to offer and receive hospitality, gifts of appreciation, and goodwill between co-workers and persons outside the government. In doing so, please keep in mind the rules below and understand they are intended to be general guidelines and not official advice. We encourage you to contact our office with specific questions.

Gifts From Outside Sources: Generally, you may not solicit or accept a gift from a prohibited source (such as an entity that does or seeks to do business with the government) or a gift given because of your position. A “gift” generally means anything of monetary value and can include such things as gratuities, favors, discounts, entertainment, hospitality, or even loans.

There is an exception to this general prohibition that allows you to receive an unsolicited gift (other than cash and investment interests) valued at \$20 or less, provided the total value of gifts from the same prohibited source is not more than \$50 in a calendar year. It is also acceptable to receive a gift of little intrinsic value (such as greeting cards) and modest items of food or refreshments (such as candy canes, cider or cookies). You are free to accept gifts in unlimited amounts from friends or relatives when the motivation for giving is solely your personal or family relationship.

As always, even though an exception may allow you to receive a gift from a prohibited source, it may be appropriate and is frequently prudent to decline such a gift when, for instance, accepting the gift could create an appearance of impropriety or raise a question about your impartiality.

Gifts To Superiors and Gifts Between Employees: Generally, you may not solicit a contribution from other employees for a

gift to an official superior, make a donation as a gift or give a gift yourself to an official superior.

Also, generally you may not give a gift to another employee receiving more pay than you unless: (1) you and the other employee are not in a subordinate-official superior relationship; and (2) you have a personal relationship with the other employee that justifies the gift.

However, because the holiday season is an infrequent occasion when gifts are traditionally given, the rules allow you to give the following items to official superiors or other employees receiving more pay than you:

- (1) Gifts, other than cash, with an aggregate market value of \$10 or less
- (2) Modest food and refreshments shared in the office among several employees
- (3) Personal hospitality in your home that is of a type and value customarily provided to personal friends, and gifts given in connection with receipt of such hospitality

Disposition of Prohibited Gifts: If you receive a prohibited gift, please contact your supervisor right away. Your supervisor will consult with the region’s designated ethics official to determine the appropriate method of disposing of the gift. Depending upon the circumstances, disposal can include returning the gift, paying market value for it, or, if the gift is a perishable item (such as flowers or food), it may be given to charity, shared in the office, or destroyed.

Other Considerations: The gift rules also consider other occasions such as retirement parties, birth of a child, etc. For additional information about these and other guidelines regarding gifts, please contact us – we’re happy to help!

UPCOMING TRAINING PRESENTATIONS

Attorney Rob Shikiar is planning a training presentation for associates to be held soon. He will speak about the federal ethics regulations concerning post-employment activities and negotiations for future employment. Be sure to check your email for an announcement regarding the date and time.

Our office is seeking suggestions for future training presentations. Whether the topic is specific to your group or of widespread interest to all associates, we welcome your ideas!



HAPPY HOLIDAYS FROM THE REGION 8 OFFICE OF REGIONAL COUNSEL!

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Regional Counsel

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Assistant Regional Counsel

Robert Shikiar
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OUR SERVICES continued

SMALL BUSINESS TRADESHOW AND GSA TRAINING EVENT- Anna Friend

The United States Air Force Academy, Colorado Springs and the GSA Marketing Team sponsored a Small Business Tradeshow and GSA Training Event for over 400 federal and state agency customers and industry partners on October 17-18, 2005. GSA training seminars under camouflage tents, coordinated by Arleen Kinder, GSA Customer Service Director, were attended by more than 300 civilian and military personnel on a multitude of products and services available through GSA. Mike Bieda from GSA Regional Office; representatives from Colorado Senators Hefley and Allard's Office; as well as Mick Ringsak, Small Business Administration and AF Academy Commander, Colonel LeClere, gave opening remarks at the event.

Pennie Estrada, Director of the Small Business Utilization Center, presented "How to Get on a GSA Schedule" to vendors, while Stephanie Turner and Alan Rosner, GSA, presented "Marketing to the Federal Government". Beth Hudson, Contracting Officer from the General Products Acquisition Center; Juanita Blassingame and Steve Fuller, Contracting Officers for the National Furniture Center; MiMi Bruce, Shan Clark and Tia Meredith-Ash, representing IT GWAC Centers; Helen Chamberlain, IT Accessibility Wizard; Chris Cole, GSA Customer Relations Specialist and Cheryl Wakeman, GSA Customer Service Director presented CLP accredited seminars to buyers. All the workshops provided information on how easily small business products and services can be accessed through GSA E-tools, and meet important socio-economic goals. Sherry Pittinger, USAF Academy Small Business Specialist, hosted the event.



GSA FLEET - LEADING THE WAY

- Anna Friend

Since 1954, GSA Fleet has been providing quality vehicles and efficient and economical fleet management services to over 75 participating federal agencies. Growing from its origin in 1954 to over 200,000 vehicles in 2005, the GSA Fleet is one of the largest non-tactical federal fleets in the U.S. government. The GSA fleet includes automobiles, passenger vans, light, medium, and heavy trucks, buses and ambulances. Participating federal agencies are served on a cost reimbursable basis, which makes it possible to offer this diverse fleet at all-inclusive rates that are second to none. GSA Fleet is supported by a network of Fleet Management Centers (FMCs) that are responsible for assigning GSA Fleet vehicles, providing for their administrative support and control in the specific geographic area they serve, and supplying preventive maintenance on all vehicles to ensure proper functionality through the National Maintenance Control Center.

To begin leasing vehicles from GSA, please visit GSA Fleet - Vehicle Leasing to learn more about how GSA can accommodate agency needs.

<http://www.gsa.gov/vehicleleasing>

TASK ORDER AWARD FOR U.S. ARMY - MOBIS

- Tami Harlow

The Network Services Division will be awarding a new Task Order in December for Base Realignment and Closure (BRAC) Transformation Support for a U.S. Army client at Ft. Douglas, Utah, under the Mission Oriented Business Integrated Services (MOBIS) Schedule, Special Item Number (SIN) 874-1, Consulting Services. The MOBIS program offers government contracts with companies to help improve management and organizational effectiveness. The realignment is in support of the Army Transformation Plan (ATP) and Total Army Analysis (TAA). MOBIS is just one of the many Professional Service offerings we offer our clients. We can customize a solution for you. Our services provide federal agencies with new options for acquiring private sector support to solve business and technical challenges. Contact: Lori Rhodes, Combined Team Manager (all Civilian/non-DOD clients) 303-236-7652 or Mike Rogers, NorthCom/SpaceCom Team Manager 303-236- 4821

GSA Fleet Vehicle Sales

Giving you great value is our goal



Public Vehicle Auctions Nationwide!



Purchase top-quality, pre-owned U.S. Government cars, trucks, and vans at substantial savings. Discover how "GSA Auto Auctions" can benefit you. Visit www.autoauctions.gsa.gov

OUR SERVICES continued

ARE YOU REGISTERED? - Debbra Deaver

GSA Federal Technology Service (FTS) now part of the Federal Acquisition Service (FAS) in Region 8, is moving from our GSAP system to our enhanced IT-Solutions System, which has only one purpose: to provide its customers with value-added information technology and networking solutions.

IT-Solutions Shop (ITSS) is an on-line, interactive, web-based E-Commerce system leveraging GSA contracts and programs – customers are able to submit, process, and monitor orders in a secure real-time work environment. Customers need not have purchasing authority – FTS will purchase for you. FTS does the paperwork!

In order to create and access orders in ITSS, the client must first be registered as a user. A client user is defined as a government employee or a contractor working for a government agency. In general, a client places orders and indicates acceptance on Order Support documents such as Invoice Acceptances or Monthly Status Reports.

A contractor, also known as a vendor, is defined as a user who is not a government or GSA employee, or someone employed by them. Contractors are from private companies and are awarded orders placed by the clients. Contractors submit quotes or bids for orders and provide goods and/or perform services.

Before a contractor can access ITSS and start viewing orders and submitting quotes, he or she must be registered. The registration process involves filling out a form on the ITSS website with pertinent information about the contractor, submitting supporting documentation, and then receiving approval from the Registration Desk.

The contractor company must already be registered for the contractor to be able to register.

ITSS includes several security systems that are among the best available today for secure commerce transactions. This paperless and efficient process lowers operating costs and creates better priced solutions quickly and hassle free.

To register, you can contact the ITSS help desk at 1-877-243-2889 or

<http://it-solutions.gsa.gov>

Begin at “Tell Me About Registration” where you will discover how to register and what is required. You can also contact your local FTS manager for assistance: Lori Rhodes, Combined Team Manager (all Civilian/non-DOD clients) 303-236-7652 or Mike Rogers, NorthCom/SpaceCom Team Manager 303-236- 4821

Register today, state your requirements, and watch FTS and ITSS take it from there!

COMMUNITY INVOLVEMENT

ROCKY MOUNTAIN REGION BEP AND HEP PROVIDE THANKSGIVING MEALS

For the past several years the GSA, Rocky Mountain Region, Black Employment Program (BEP) in conjunction with the Hispanic Employment Program (HEP) donated and delivered Thanksgiving baskets to needy families in the Denver and Colorado Springs communities. This year, the groups assembled six baskets. The baskets contained enough food for a complete Thanksgiving dinner. BEP and HEP delivered the baskets on Thursday, November 17, 2005. Contacts: James Foster (303) 236-2812 or Mark Baca (303) 236-8000. ext. 5282.



SOMETHING NEW TO RECOGNIZE THE OLD

- Sally Mayberry

GSA's Public Buildings Service (PBS) and the United States District Court Outreach & Education Program are taking a unique approach to celebrating a “Century of Service.” They kicked off a year-long, 100-year anniversary celebration for the Frank E. Moss United States Courthouse, located in the heart of Salt Lake City on the corner of Main Street and 400 South, in November 2005. The building is the oldest structure in Salt Lake City's Exchange Place historic district, which was created as a direct outgrowth of Utah's mining industry in the last quarter of the nineteenth century.



The team working on this project decided to engage with the public by hanging banners on the exterior of the building. The banners are raising awareness of the building's historical relevance to the city. Additional plans to further educate and celebrate with the locals are planned throughout the year and will be shared in the near future.

DFC NEWS

MASTER SITE PLAN FOR DFC - Lisa Morpurgo

The U.S. General Services Administration (GSA) is pleased to report that efforts are now underway to develop a new Master Site Plan and corresponding Environmental Impact Statement for the Denver Federal Center. With the West Corridor Intermodal Transit Station and proposed St. Anthony's Central Hospital considered as "anchor projects," the plan will look at current and future opportunities for the site with a primary focus on:

- Providing valuable, cost-effective, long-term space solutions for our Federal tenants;
- Assisting in addressing our site and building challenges on the Federal Center;
- Providing commercial, small-scale retail, possibly residential and open space amenities for our Federal community;
- Providing the greater community with a new mixed-use urban center and open space amenities.

This exciting initiative will take approximately 18-24 months to complete. Development of the Master Site Plan and EIS will be guided by a Federal Center Roundtable, consisting of representatives from GSA, Department of Homeland Security, DFC customer agencies, the City of Lakewood, RTD, Jefferson County, and local community businesses and residents. Starting in January, and continuing throughout the project, tenants and other interested parties will also have the opportunity to give their thoughts and input to the future of the Federal Center through various focus groups, design charrettes, and public meetings. All events will be publicized in advance, so stay tuned for more information!

We look forward to working with our customers, the local community and many others on creating a long-term vision and plan for the Denver Federal Center.

For additional information on this project, please contact Lisa Morpurgo, Senior Project Manager, GSA, at 303-236-8000 ext. 5039 or at lisa.morpurgo@gsa.gov.

KUDOS

GSA EXCEEDS CFC GOALS - Judy Latham

This year's Combined Federal Campaign (CFC) was a huge success! We exceeded our monetary goal, as well as the percentage of participation. On Thursday, October 6, 2005, GSA Public Buildings Service (PBS) Assistant Regional Administrator, Paul Prouty, officiated the CFC commencement ceremony held at the Denver Federal Center. The ceremony was immediately followed by the first fundraising event, a 2-mile run/walk on the DFC outdoor walking track. Other fund-raising events included a chili cook-off, bake sale, silent auction, and candy-gram sale.

The four co-chairs: Kimberley Currier, Darrin Hotaling, Daniel Killian and Tannis Taylor along with numerous key workers, are to be commended for all of their hard work and determination in meeting our goal. Last but not least, a big thanks to our generous donors (associates)! Our donations came in over \$52,000 exceeding our \$49,000 goal, and our participation percentage came out to 58% over the 52% goal set for the 2005 CFC campaign. Way to go, GSA!

ANNOUNCEMENT



EXPO 2006

EXPO 2006 is a FREE Training Conference and Trade Show Exposition designed for all levels of government personnel who make or influence procurement decisions.

GSA's International Products and Services

Expo 2006 will be our 12th annual expo, and our biggest and best yet! More training, more exhibits, and lots of great reasons to join us in San Antonio on May 15 - 18, 2006.

*** TRAINING * TRAINING * TRAINING * TRAINING ***

FEDERAL AND MILITARY CUSTOMERS:

Admission is free! There will be more than 200 hours of FREE training courses offered and attendees can earn Continuous Learning Points (CLPs).

Our exhibit floor will have over 600 companies displaying products and services ranging from IT to recreation and vehicles to tools, pest control, and financial management services.

For registration information, please go to: <http://expo.gsa.gov/registration.cfm>

SPOTLIGHT

OFFERING HELPING HANDS IN A DESPERATE SITUATION - Dennis Killinger

The call I had been expecting came over a week after Hurricane Katrina hit the gulf coast. “We need you in New Orleans.” There were no flights into the city, so I drove. Upon arrival, a National Guard officer greeted me 10 miles north of the city at a vehicle check point. No one was allowed into the city without proper credentials. My FEMA badge got me in. Once inside the city limits, I found a deserted city. It was dark, no electricity, and businesses were closed. The only people around were emergency workers. It was the most eerie sight I’ve ever seen.

I was scheduled to live on the USS Iwo Jima, but it had left port the day before. Most workers were living on other Navy ships or the cruise ships that FEMA contracted with to provide shelters for evacuees and housing for emergency workers. Everyone was double bunked. Not only were living conditions challenging, but so was access to food and water. There were no restaurants open in the area. Luckily, the Salvation Army delivered hot food for lunch and Incident Catering Services provided an evening meal. Bottled water was the only water that was drinkable.

While there, our team goals were to treat everyone as if they were family and to create hope. We were there to support the City and State and their needs. The name of the combined group, including FEMA and the military, was “The Unified Command.” Driving through the parishes, it was incredibly heartbreaking to see the devastation in person.

The situation was much more desperate than television and newspapers are able to describe. We visited the parishes and talked with the people directly affected. At first, they were skeptical of our ability to help them based on the slow initial response of the state and federal government. We assured them that we were there for them and each of us talked about our agencies’ responsibility and service. The people were receptive and welcomed my information about GSA’s involvement.

The primary means of communication were cell phones and Blackberries. Communications were critical during this effort, and there were a number of ways that emergency teams updated one another. FEMA set us up with laptops with access to their systems and networks. We had two meetings each day that included the parish liaisons, city and state representatives, and all the Emergency

Support Functions (ESFs). These briefings included updates on levee repair, shelters, disaster recovery centers, debris removal, Blue Roof Program, and others. That was coupled with updates from Governor Blanco’s and Mayor Nagin’s primary areas of focus: Canal Street. The Navy Ship “Comfort” provided hospital services. Our FEMA field office was set up behind the convention center, where evacuees had waited for days without food or water. We were in the Port Terminal on the Mississippi River.



GSA associates provided resource support to FEMA in the form of Contracting Officers and Real Estate Specialists. Our people worked tirelessly and with dedication. Most days consisted of a minimum 12 hour shift, seven days a week. Working in New Orleans reminded me of my time in Vietnam in that, while there, I felt this was the only place in the world that mattered. But I returned from both to find that life goes on and people have their own daily activities to work through. I want to thank all of those people from GSA Region 8 that supported the hurricane relief effort by deploying to the gulf coast to help those in need. They are: Robert Feliciano, Jessica Ballard, James Foster, Cathy Fuqua, Michael Ku, Ulysses Koehly, Marjorie Rosenquist, Michael LaForest, Mark Pearce, Todd Tangye and Dave Vest. Great job everyone!

SPOTLIGHT continued

FTS REGION 8 TELECOMMUNICATIONS SUPPORT FOR KATRINA

- Edwin Vest

GSA Region 8 telecommunications associates, as well as associates from other GSA regions, provided support to FEMA during the recent Katrina, Rita, and Wilma hurricane disasters. During an activation of a Presidential Declared Disaster, GSA communications personnel assume the role of Federal Emergency Communications Coordinator for support to federal agencies including FEMA as described in the National Response Plan. This is part of GSA's support to the National Communications System. Support was provided in Louisiana, Mississippi, and Florida.

Edwin Vest, R8 Network Services Group Lead, provided his expertise to the relief efforts becoming a valuable member of Emergency Support Functions for Communications. Mr. Vest coordinated with the local telecommunications industries, managed the restoration/repair of telecommunications infrastructures, and managed the protection, restoration, and sustainment of national cyber and information technology resources.



ANNOUNCEMENT

GSA VEHICLE LEASE RATE TO INCREASE IN FY 2006 - Anna Friend

Due to continually rising fuel costs, GSA will be increasing the lease rate for Fiscal Year 2006. This will allow GSA to remove the fuel surcharge and incorporate the increase into the mileage lease rate, which increased about 3.9% fleet wide which took place in the November billing cycle.

Please contact your local Fleet Service Representative for more information.

GSA HELPS SUPPORT DISASTER RELIEF - Anna Friend

The GSA Central Fleet Program supported many federal agencies with their disaster relief missions in the aftermath of Hurricanes Katrina and Rita. GSA Fleet Auctions were cancelled nationwide, and a temporary office was set up at the Lafayette Auto Auction in Scott, LA, where government vehicles from all over the country were transported and issued to customer agencies supporting disaster relief. Central Fleet Program personnel were brought in from around the region, ensuring a smooth and efficient operation. One of those volunteers, Gary Heil, states, "I enjoyed the FSR's (Fleet Service Representatives) that I had the opportunity to work with. We all had different talents and it really helped when dealing with this type of situation. We came together as a team in a short time and accomplished our goals." The following Central Fleet Program associates graciously volunteered their time to serve two week temporary duties at the Lafayette Auto Auction:

Southern FMC Zone

Irving Gary Barton
Delbert Hemby
Edward Beissner
Raymond Barron
Leroy Taylor
Jose "Tony" Baladez

Western FMC Zone

Jimmy Montano
Gabriel Rivera
Edward Escobedo

Dakota States FMC Zone

Ulysses Koehly
Bill Barsch

MT/WY FMC Zone

Gary Heil
Heidi Schaeffer

Regional Office

Dennis White

UPCOMING EVENTS

UPCOMING EVENTS FOR NATIVE AMERICAN BUSINESS CENTER - Carolyn Helstrom

WHAT: 20TH Annual Reservation Economic Summit and American Indian Business Trade Fair

DATE: February 6-9, 2006

WHERE: Las Vegas, Nevada

This is the largest and longest running American Indian Business Conference and Trade Fair in the nation. Attendees include tribal representatives, corporations and government agencies. GSA will participate by providing workshops on GSA services and schedule contracts. Contact: Carolyn Helstrom 303-236-8000 x0717

WHAT: First Annual American Indian Small Business Conference

DATE: March 14-16, 2006

WHERE: Red Lion Hotel, I-70 & Quebec, Denver, CO

GSA is partnering with the Western American Indian Chamber, the Rocky Mountain Indian Chamber, and other government agencies in hosting the first American Indian Small Business Conference. There will be compelling keynote speakers and opportunities for networking. Contact: Carolyn Helstrom 303-236-8000 x0717

WHAT: American Indian Training Seminar, GSA Expo

DATE: May 16, 2006

WHERE: San Antonio, Texas

This seminar will be hosted by The Native American Business Center for Tribal Councils and their economic development and procurement offices. A session on the Indian Self-Determination and Education Assistance Act will be provided along with discussions on how to obtain a gov.nsn domain address - and much more. Contact Carolyn Helstrom at 303-236-8000 x0717.

VETERANS ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT ACT - Pennie Estrada

Training will be provided on December 13, 2005 at the Adams Mark Hotel in Denver, Colorado and will consist of the "12 Steps To Doing Business With the Federal Government", "State Procurement Opportunities", "Starting Your Own Business", "Veterans Specific Benefits", "Internet Tools", "Franchise Workshop", "GSA Schedules", "How to Finance Your Business and Marketing: Getting Your Business Off the Ground".

To register for this event, go to
www.coloradosbdc.org

